



Verwysing: 20191106-1294
Lêerno.: 5/1/7/4
Navrae: JT Solomons

Verkrygingsbestuursminuut: 0005/2019

Aan: Adjunk-direkteurs-generaal, Hoofdirekteure, Direkteure (Hoofkantoor en distrikskantore), Adjunkdirekteure en VKB-praktisyns en VKB-kampvegters by Hoofkantoor en distrikskantore

Onderwerp: Verspreiding van "Declaration of Confidentiality, Impartiality and Interest"-vorms vir lede van VKB-komitees

1. Nasionale Tesourie het die *Code of Conduct for Supply Chain Management Practitioners* as Praktyknota No. SCM 4 van 2003, gedateer 05 Desember 2003, uitgereik, en die Wes-Kaap Provinsiale Tesourie het die *Code of Ethics for Supply Chain Practitioners* uitgereik in paragraaf 3.8.1 van die Wes-Kaap Provinsiale Tesourie-instruksies (PTI's), wat op 23 September 2019 uitgereik is. Alle amptenare en ander rolspelers wat by voorsieningsketteringbestuur (VKB) betrokke is, moet hieraan voldoen.
2. Paragraaf 2.1 van die vermelde Praktyknota meld: "*SCM practitioners, to the extent required by their position, should declare any business, commercial and financial interests or activities undertaken for financial gain that may raise a possible conflict of interests*".
3. Paragraaf 3.4.1 van die PTI's verg dat VKB-eenhede van die Wes-Kaap Onderwysdepartement (WKOD) ten minste die volgende komitees moet bevat:
 - a) Bod-spesifikasiekomitee ("Bid Specification Committee");
 - b) Bod-evalueringskomitee ("Bid Evaluation Committee");
 - c) Bod-beoordelingskomitee ("Bid Adjudication Committee") (die WKOD het 'n departementele Bod-beoordelingskomitee);
 - d) Voorraadopname-komitee ("Stock Take Committee"); en
 - e) Verwyderingskomitee ("Disposal Committee").
4. Die "Declaration of Confidentiality, Impartiality and Interest"-vorms vir lede word hiermee vir toepassing met ingang van 01 Oktober 2019 versprei.
5. Daar word vertrou dat daar ten alle tye aan die instruksies in hierdie minuut voldoen sal word.

6. Navrae oor die inhoud van hierdie minuut mag aan mnr. JT Solomons by telefoonno. 021 467 2818 gerig word.
7. Hierdie minuut vervang Verkrygingsbestuur-instruksie No. 0001/2014 in die geheel.
8. Verantwoordelikebestuurders word vriendelik versoek om te verseker dat alle personeel ingelig word oor die inhoud van hierdie minuut.

GETEKEN: LJ ELY

ADJUNK-DIREKTEUR-GENERAAL: KORPORATIEWE DIENSTE

DATUM: 2019-12-10

WESTERN CAPE EDUCATION DEPARTMENT

DECLARATION OF CONFIDENTIALITY, IMPARTIALITY AND INTEREST BY THE QUOTATION COMMITTEE/OFFER ACCEPTANCE COMMITTEE/BID COMMITTEE OR OFFICIALS IN THE LINE OF DECISION-MAKING

(delete what is not applicable)

in respect of

It is a requirement by the National Treasury (SCM Practice Note 4 of 2003) that any private, commercial, business or financial interest must be declared. In order to give effect to the above, the form must be completed and submitted by the committee member in respect of this bid.

I, the undersigned,....., hereby declare that:

1. All information, documentation, recommendation(s) and/or decision(s) regarding the matter before the Committee, are confidential and I undertake not to make known anything in this regard;
2. I have treated all potential service providers equitably and have not purposefully favoured or prejudiced any person or potential provider and have not been involved with the compilation of specifications;
3. Where applicable, I have made known details of any private, commercial, business or financial interest which I, close family member, partner or associate may have in any award or contract or matter before this Committee. It has not been necessary for me to withdraw from participating in any manner whatsoever.

4. To give effect to the above, the following responses are given:

- 4.1 Are you, a close family member, a partner or an associate connected with any bidder/contractor by virtue of any relationship (family, friend, other)? **YES/NO**

If so, state particulars:

.....

- 4.2 Are you aware of any relationship (family, friend, other) between bidders/contractors and any person employed by the principal who may be involved with the evaluation or adjudication of this bid? **YES/NO**

If so, state particulars:

.....

- 4.3 Is it necessary for you or any person involved with the evaluation or adjudication of this bid, to withdraw from participating in any manner whatsoever in the process relating to this bid? **YES/NO**

5. I know and understand the contents of this declaration and accept that the Principal may act against me should this declaration prove to be false.

.....
 Signature of Member

.....
 Date

.....
 Noted by Chairperson

.....
 Date